



# Agenda

DATE 2/18/15 TIME 9:54a

PREPARED BY Chris Sanchez

APPROVED BY [Signature]

## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, February 24, 2015**

**Market Station**

**Conference Room**

**500 Market Station**

**6:00 p.m. - 8:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 13, 2015
4. New Business:
  - a. Welcome and Orientation of Newly Appointed Commissioners
  - b. Discussion and Approval of FY 2015-2016 Grant Renewal Document
  - c. Discussion and Approval of Scope of Services for Data Project
5. Old Business: None
6. Comments from the Chair and Commissioners:
  - a. Mayor's Children, Youth and Family Community Cabinet
  - b. Mayor's Youth Summit
  - c. Fiestas Para Las Bebes
7. Report from Staff:
  - a. Children and Youth Commission Grantee Quarterly Report
  - b. Zona del Sol
8. Matters from the Floor
9. Adjournment

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

CHILDREN AND YOUTH COMMISSION  
INDEX  
February 24, 2015

Cover Page		Page 1
Call to Order and Roll Call	The Children and Youth Commission meeting was convened by the Chair at 6:00 pm, Market Street, Santa Fe, New Mexico. A quorum was declared by roll call.	Page 2
Approval of Agenda	<i>Ms. Dry moved approve the agenda as presented, second by Mr. Bustamante, motion carried by unanimous voice vote.</i>	Page 2
Approval of Minutes January 13, 2015 Page 1: add the word Calendar after Youth Commission	<i>Mr. Bustamante moved to approve the minutes of January 13, 2015, second by Ms. Dry, motion carried by unanimous voice vote.</i>	Page 3
New Business a. Welcome and Orientation of Newly Appointed Commissioners. b. Discussion and Approval of FY 2015-2016 Grant Renewal c. Discussion and approval of Scope of Services for Data Project	<i>Ms. Dry moved to go forward with a 6 month term and an option to renew the PSA, second by Ms. Salazar, motion carried by unanimous voice vote.</i>	Page 3-6
Old Business	None	Page 6
Communications from Chair and Commissioners a. Mayor's Youth and Family Community Cabinet b. Mayor's Youth Summit – next month agenda c. Fiesta Para Las Bebes	Items for March Agenda (Informational)	Page 6-7
Report from Staff a. Children and Youth Commission Grantee Quarterly Report b. Zona del Sol	March Agenda	Page 7
Matters from the Floor	Informational	Page 7
Adjournment & Signature Page	There being no further business to come before the Children and Youth Commission, the meeting was adjourned at 8:10 pm	Page 7

**CHILDREN AND YOUTH COMMISSION**  
**February 24, 2015**  
**6:00 PM – 8:10 PM**  
**MINUTES**

- 1. The Children and Youth Commission meeting was called to order by Joanne Lefrak, Chair at 6:00 pm. A quorum was declared by roll call.**

**Roll Call**

**Present**

Joanne Lefrak, Chair  
Thomas Bustamante  
Catherine (Katie Dry)  
Allegra Love  
Gus Martinez  
Lisa Salazar

**Not Present**

Dolores Fidel (resigned)

**Advisory Committee**

Paige Aarniokoski - Absent  
Jill Reichman

**Staff Present**

Chris Sanchez, Staff Liaison

**Others Present**

City Councilor Carmichael Dominguez, District III  
Jeff Ethan Green, Food Land Management  
Fran Lucero, Stenographer

Introduction of Guests reflected under Others Present.

2. Approval of Agenda

***Ms. Dry moved to approve the agenda as presented, second by Mr. Bustamante; motion carried by unanimous voice vote.***

3. Approval of Minutes: January 13, 2015  
Corrections: Page 1: Youth Commission (add) *Calendar*

***Mr. Bustamante moved to approve the minutes as amended, second by Ms. Dry, motion carried by unanimous voice vote.***

4. New Business:

a. Welcome and Orientation of Newly Appointed Commissioners

- The Chair welcomed all Commissioners and asked that all Commissioners introduce themselves.
- Mr. Sanchez has sent a series of documents to all Commissioners. If there are any questions the Chair and Mr. Sanchez are happy to meet with new members individually.
- First document: Children and Youth Commission Fact Sheet
- Second document: Children and Youth Commission Operating Manual
- Third document: Proposal Review on how to assess the RFPs
- Fourth document: Ends Framework with Indicators, another initiative worked on to spend some time to determine the goals in our community and what are the desired results. (text and graph form) Mr. Sanchez said this document will be used this summer when working on the RFP and asked the new members to familiarize themselves with this sheet.
- Chair stated that the upcoming goal is to update the RFP to match the indicators and reach the desired results.

The Chair commented that they don't want to make it harder for the organizations that they fund; they want to make it more efficient. The Chair would like to make the process easier for those who provide service.

As part of the orientation the Chair, Ms. Dry and Mr. Sanchez recently gave a presentation to the City Council and felt that this would be a good process for new member orientation. They talked about the history, the funding, and the establishment of the CYC by resolution, currently they have \$1.2 million dollars that has been awarded and the 36 organizations are listed separately and list has been sent to the commissioners. Two years ago at a city council meeting the question was asked, how do you impact the organizations that we fund? The Chair made reference to the Ends Framework document and the alignment, a retreat was held and the commissioners received training on RBA. During this Strategic Planning Retreat, the Commission developed the Ends Results Framework that is currently implemented with our contracting agencies. The next step was to design the RFP evaluation tool, which the Commission completed and used during our last RFP Review Process. The next step is to work on having the RFP match the evaluation tool. Finally, the last step is to design a data tool to assess the impact of our funding. We have set aside funding to hire an organization that can help with this process. The Commission selected UNM and tonight the commission will outline the scope of services.

Mr. Sanchez said he would like to set individual meetings with the newly appointed commissioners to talk about goals and objectives.

Mr. Sanchez referred to the Resolution and the responsibilities were discussed with the commissioners. This is a 7 member commission; a date will need to be set for a future retreat.

Ms. Dry referred to page 2 - #5 that refers to a strategic plan, does one exist? Mr. Sanchez said yes, and it is work in progress. The first strategic plan was completed in 2007 and wasn't updated until 2013.

Mr. Sanchez also reminded the commission that forms have been sent to them that require signature and they should be sent to him. The commissioners will let Mr. Sanchez know which is the best e-mail to use.

b. Discussion and Approval of FY 2015-2016 Grant Renewal Document

Chair Lefrak: Is the organization fulfilling their organizational obligations? It was also noted that information on the last page is mandatory.

Chair Lefrak: Added a section on programs and ask the current status.

Ms. Dry: Could we create a renewal report by the funding amount and list them under the specific topic area.

Mr. Sanchez said that we should be consistent and possibly consider Ms. Dry's option at the retreat.

Ms. Reichman said we should also be consistent. Many grantees have not wanted to submit data; it is a culture change for them. Ms. Reichman asked what did the Chair mean by status?

Councilor Carmichael said that the City Council is always interested in the financial status of the program. Note: *It is the third bullet under Governance, it had been struck out and we should keep it.*

Ms. Salazar asked if they have a matrix guiding them on what to do. Ms. Reichman said that they do have this. Mr. Sanchez said he would be curious on what Ms. Salazar's idea would be on a matrix.

Ms. Reichman said this would be something that UNM could help the organizations with.

Mr. Sanchez said that when they applied for funding they also listed which indicators they were going to follow. They felt a narrative would be easier.

Ms. Reichman said that the hope is to have a way to measure effectiveness of these organizations at the granule level.

Mr. Sanchez reiterated that the intensity of the discussion should take place at the Summer Strategic Planning Retreat in order to dedicate the time it deserves and gather the input from the commissioners.

Add this sentence: *Have you changed your strategic plan since you last applied?* Councilor Dominguez said he wants to be assured that they have an annual meeting/retreat where they do their strategic planning and that they are working towards achieving the goals.

Ms. Dry asked if this question is in the RFP and if not it would be a good place to include it.

Governance section should be: Governance and Finance  
Propose to keep the items that the Chair has struck out regarding the 990s.

Please provide a list of all your agency's funders and please list new sources of funding, both bullets to be retained.

The Chair proposes Priority Funding. (This is where a matrix would be helpful).

Mr. Sanchez suggested using the tool document, reverse side that Mr. Bustamante created.

Ms. Dry asked if we could include some language that isn't punitive. The Chair agreed that we should include this language. *We understand that all organizations are not at this level can you show us the steps you have taken to reach this position.*

Ms. Salazar asked, in the initial application don't you hold them accountable for what they provided?

Ms. Reichman said we need to compare what they wrote within their initial RFP and what they have done. Mr. Sanchez concurred and said we do have to monitor that the organization has complied with their contractual requirements..

Ms. Dry: Under Indicator Section: *Please state where you were when you submitted and where you are now in the process.*

Ms. Reichman said once we had this on line we would be able to compare it from time of application to time of renewal.

Mr. Bustamante said we will work on a standardized tool.

Renewal Fiscal Year 2015-2016 – Keep the changes that the Chair provided.

Staff and Organization: Strike: ~~Please submit your current list of personnel. Please describe any changes to your Board~~ (falls under Governance). It was suggested to be able to capture any changes to Executive Directors and Board members.

Ms. Reichman: Include staff to leadership bullet.

Strike: ~~Has your organization implemented any new programs or services?~~

Ms. Dry: Collaboration is straight forward.

Ms. Salazar: Last section should say Checklist.

Ms. Salazar: Grantee Assurances: Is this necessary.

Mr. Sanchez: Yes, keep this in the draft document.

***Mr. Bustamante moved to approve the changes made to the renewal request and to have Mr. Sanchez send to the grantees once it has been amended, second by Ms. Dry, motion carried by unanimous voice vote.***

c. Discussion and Approval of Scope of Services for Data Project

Mr. Sanchez said that the Professional Services Agreement (PSA) term can be agreed upon by the commission. The Chair said there is a consensus that there should be a check in time, is 6 months enough? The contractor will be part of the commission meeting every month and will provide a report.

***Ms. Dry moved to go forward with a 6 month term and an option to renew the PSA, second by Ms. Salazar, motion carried by unanimous voice vote.***

5. Old Business: None

6. Comments from the Chair and Commissioners:

Next Month Agenda Topics:

Protocol for New Members

Request for Picture and Bio from Commissioners

Mayors Youth Summit

Children and Youth Commission Grantee Quarterly Report

Zona del Sol

Jeff Ethan Green – Crime Task Force Update

- a. **Mayor's Children, Youth and Family Community Cabinet**  
Mr. Bustamante attended the cabinet meeting on January 29<sup>th</sup> and noted that there are many different entities represented on the Cabinet. It is basically a group of various funders for children and youth. They also talked about account based accountability. They talked about data driven goals and creating sub-committees on different topics. They are accelerating the project timeline in order to accomplish the goals set forth.

The goals that the Mayor has set are Early Childhood, Career Pathways, Mentorship and Birth to Career.


Ms. Reichman asked Mr. Sanchez to send her the document that details information on the Children's Cabinet.

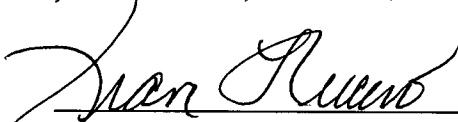
The Chair did note that all commissioners will be asked to be a part of different sub-committees.

- b. **Mayor's Youth Summit**
  - c. **Fiestas Para Las Bebés** – Community health and wellness fair will take place on May 2<sup>nd</sup>. The Mayor and City Council are introducing a resolution about the year of the child and the hope is to have it approved by March 11<sup>th</sup>. Ms. Dry extended an invitation to the commissioners to please attend.
7. Report from Staff:
    - a. **Children and Youth Commission Grantee Quarterly Report**
    - b. **Zona del Sol**
  8. Matters from the Floor  
Mr. Green is Chairing the school project Crime Action Task Force. Ethan will be compiling data and would like to present to this Commission. Ethan will let Chris know when he has information.
  9. Adjournment

There being no further business to come before the Children and Youth Commission, the meeting was adjourned at 8:10 pm

**Signature Page:**

  
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Joanne Lefrak, Chair

  
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Fran Lucero, Stenographer